

IBM Magnetic Tape Selectric® Typewriter

- Transfer Applications/Regular or Code Conversion
- Combining Two Tapes

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Introduction

Two-Tape Power Typing

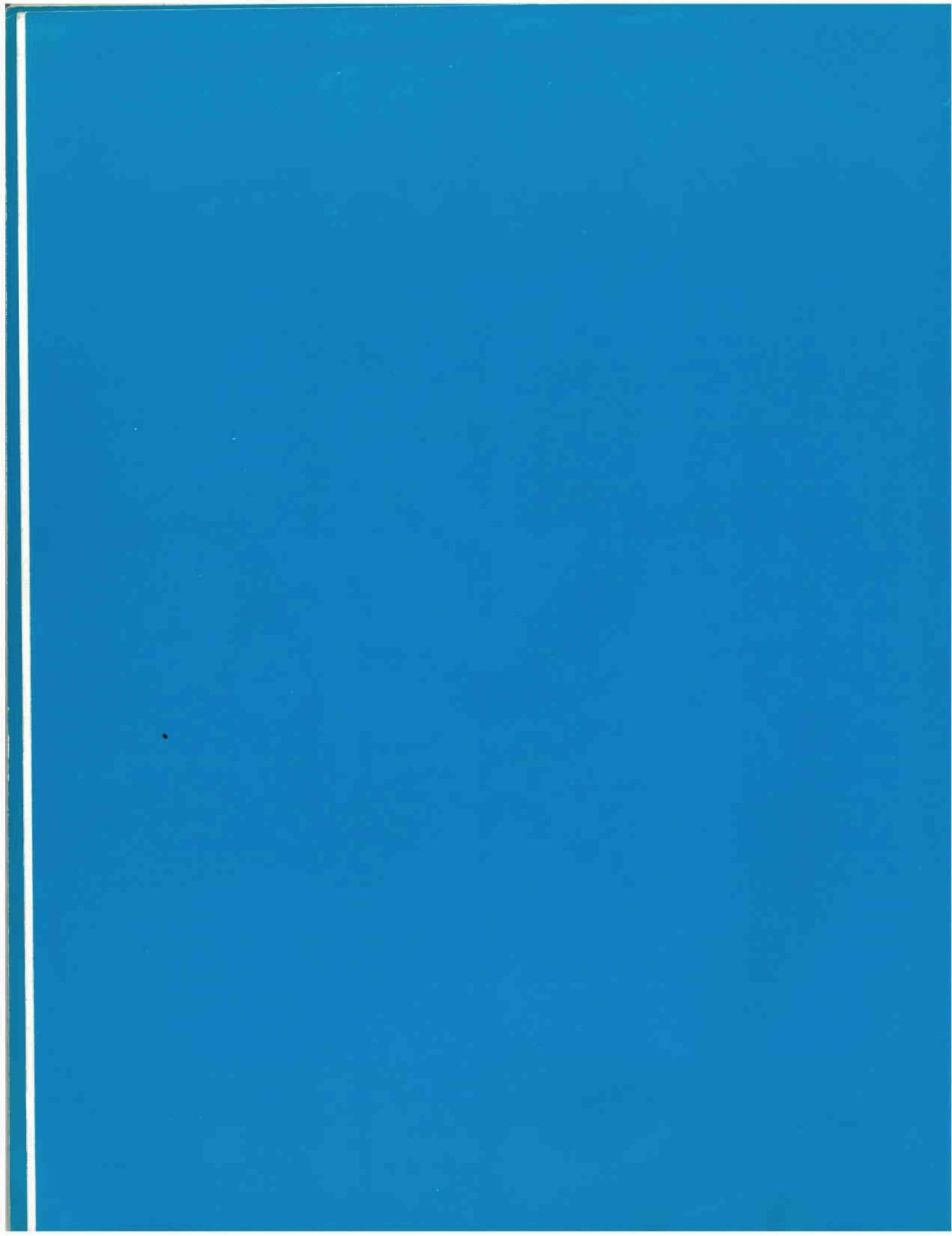
In Manual I you learned to use a single tape on your MT/ST to “power type” your reports, letters, tables, and other work. You also learned to use the editing features of the MT/ST to change a word, sentence or entire paragraph, whether the change occurred because of an author change or because you found an error after the recording was completed.

In Manual II you will learn how the two-tape Model IV MT/ST will allow you to handle two or more revisions efficiently on the same report, letter, or table. So if your work is typically revised (and therefore retyped) two or more times, this two-tape feature will be of great benefit to you.

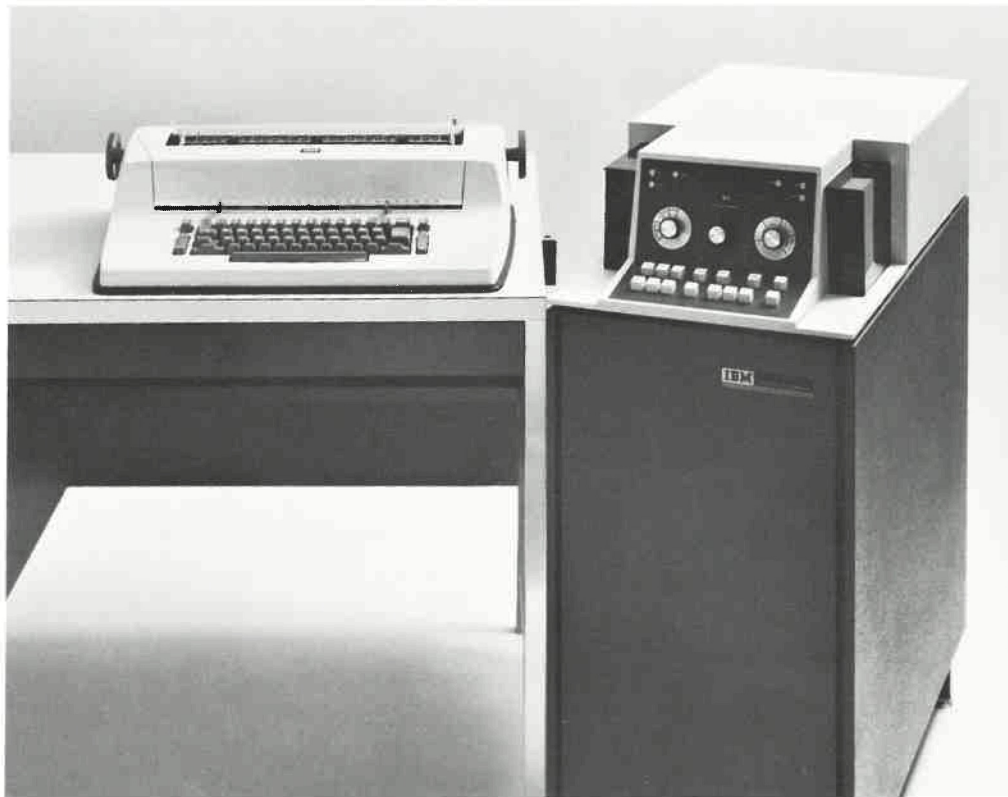
The two tapes on the Model IV MT/ST also allow you to perform completely automatic letter writing, envelope addressing, and other special applications.

This manual will be your guide to getting still more benefit from your Magnetic Tape “Selectric” Typewriter.





Model IV



Revisions with Two Tapes

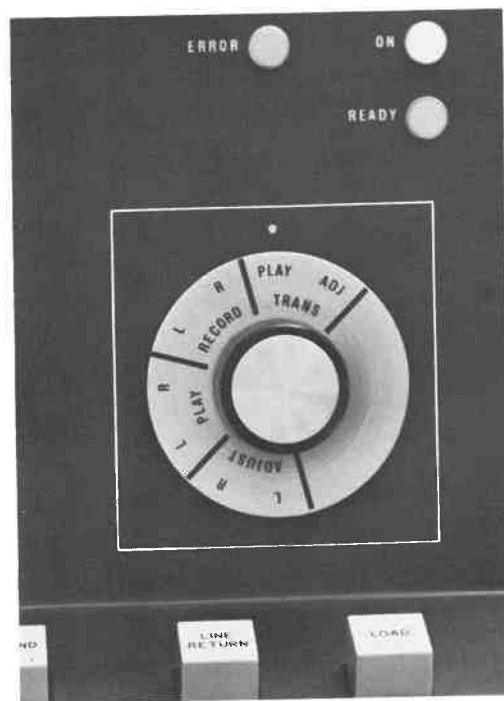
You have developed skill in power typing through the use of your MT/ST's special features—automatic play-back, skipping, and margin adjust. You have learned how to save needless retyping by recording your initial typing on magnetic tape and using this tape to produce a revised copy. Now you will learn how your MT/ST can carry this revision convenience a step further!

You can create a second tape at the same time you are doing the revision typing. Having a new tape to match the new version of a document is a definite advantage when material will be changed a number of times. Your Model IV MT/ST, with two tape stations, permits you to create a new tape as a by-product of each revision.

This is not a process of changing the first tape. The original stays the same. The up-to-date tape is a new

tape — a second tape. It is created by turning the Operation Selector Dial to a Transfer setting. As material plays back from the original (placed at the Right Station), it is simultaneously recorded on the second tape (placed at the Left Station). When you skip words on the original tape, the new one does not move—it just stays where it is, waiting to receive the next information played back. Words added to the changed copy are recorded on the new tape by dialing Record L and recording the additions as they are typed.

Material is always transferred from the Right Station to the Left Station. Of course, the tape created at the Left Station may ultimately be used as the “original” to update a document again. At that time it is placed on the Right Station, and once again you transfer from right to left.



Transfer Play*

With the Operation Selector Dial set for Transfer Play, you can transfer information from the tape at the Right Station to the tape at the Left Station.

The MT/ST reads information at the Right Station and records it on the Left Station tape at the same time it plays out the copy. All codes on the right tape are duplicated on the left.

Transferring does not change the original tape—the right tape stays the same. Remember, the only way you can change a tape is by recording over it.

The Transfer Play setting corresponds with straight Play, in that carrier returns at the typewriter are controlled by Carrier Return Codes recorded on the tape.

Notice that the lights at both stations are on when the Operation Selector Dial is set for Transfer Play to show that both stations are active.

Recording Reference Codes When Transferring

The transfer operation will stop when the MT/ST reads (and transfers) a Stop Transfer Code. At the end of an item, the next thing on the right tape is a Reference Code. If you were to depress the Start Button at this point, the Reference Code would transfer to the left tape. But as it transferred, a series of 15 2's and 30 z's would print on the paper. To prevent this from happening, search to the next item you wish to transfer on the right tape.

Then turn the Operation Selector Dial to Record L and record a Reference Code on the left tape. You will have to search the right tape in Play or Adjust, for you cannot search in Transfer.

If you are transferring a consecutive series of items from the right tape, you could also skip the Reference Code.* Since a Reference Code ends with a Carrier Return Code, it is considered by the MT/ST to be a word or a line. So, when the transfer operation is complete and you have recorded the Reference Code on the left tape, you can skip the Reference Code on the right by setting the Playback Mode Dial for Word or Line and depressing the Skip Button once. This will position the tape to begin transferring the next item.

*Note: Search for pages or skip Reference Codes, but don't do both. Skipping Reference Codes throws off the counting process when you are searching for higher numbers. If you have skipped a Reference Code and then find you must search, rewind before searching so that the counting will start from the beginning again.

*On some machines, this dial reads "Transfer Type." The function is the same.

Practice Exercise 35 Transfer Play

Transfer

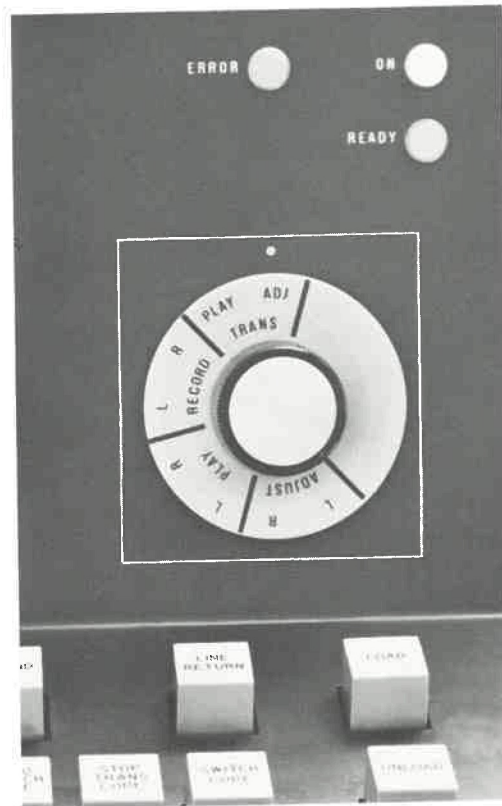
1. Search to Practice Exercise 7 on the Right Tape Station.
2. Search to an available position on the Left Tape Station.
3. Turn the Operation Selector Dial to Transfer Play.
4. Depress the Start Button to transfer the information from the Right Station to the Left Station.
5. Stop Transfer Code will transfer when it is read with the last word of the paragraph and playback will stop.
6. Turn the Operation Selector Dial to Record L and record a Reference Code on the left tape.
7. Record the transferred item on your log (left tape).

LINE RETURN BUTTON

You can quickly correct errors while recording by using the Line Return Button. This is actually a method of backing up the tape very rapidly to the last Carrier Return Code. It is especially useful in making corrections that you fail to see at once. **Stop Transfer Code and Reference Code**

Play Back

1. Search back to the beginning of the new item on the left tape.
2. Play back for proof of transfer.



Transfer Adjust Setting

Transfer Adjust compares with Adjust in that Carrier Return Codes on the tape are converted to spaces, and the carrier returns when a space, carrier return, or hyphen is read in the Margin Adjust Zone.

Transfer Adjust is used for projects requiring both an updated tape and the adjust feature for aligning right margins.

All codes on the Right Station tape are transferred to the left exactly as they are on the original. The Carrier Return Codes on the right tape are transferred as Carrier Return Codes to the left tape, even though they are treated as spaces in printing out the copy. When the carrier returns because a space is read in the Margin Adjust Zone, the space is transferred to the left tape as a space, not as a Carrier Return Code.

The lights at both stations are on when the dial is set for Transfer Adjust.

Skipping in Transfer

You can skip in Transfer. Depressing the Skip Button affects only the Right Station tape—the left is inactive.

The Indicator Lights at the Left Station go out during the skipping process. This is visual evidence that the left tape is not receiving the information.

Remember that if a word was divided at the end of a line when recording but now falls in the middle of a line in adjusted playback, you must depress the Skip Button three times to skip it. Sound is your clue that the word you are skipping may have been hyphenated. If the first skip sounds too short for the word you see on the copy, it was probably hyphenated in the original recording.

Recording Additions on the Second Tape

Words added to edited copy are recorded on the new tape by turning from Transfer Adjust to Record L and recording from the typewriter keyboard.

When the addition has been recorded on the Left Station tape, turn back to Transfer Adjust and continue the transfer and playback operation.

Corrections Through Transfer

In Section A you learned to correct typographical errors by backspacing and striking over. In Section C, it was mentioned that corrections could be made on the paper by skipping the incorrect word on the tape and typing it in manually. Section D discussed tape corrections. It provided you with ways of making additions, deletions, and substitutions of a few characters.

Transfer is another way to make corrections. It enables you to make corrections to the tape which involve the addition, deletion, or substitution of a few words or many words. If the error on the tape involves the addition or deletion of numerous characters, it is faster to transfer the material to another tape, making the correction as you transfer.

Merely skip out the incorrect word or words and record the correct ones from the keyboard on the left tape.

Practice Exercise 36 Transfer Adjust

Search to Practice Exercise 11 on the Right Station.
Search to an available position on the Left Station.

Revise

1. Set Operation Selector Dial for Transfer Adjust.
2. Transfer up to point of revision.
3. Skip words "*are accustomed to thinking*."
4. Turn Operation Selector Dial to Record L.
5. Record "*think*".
6. Turn back to Transfer Adjust and continue transferring.
7. Continue with the rest of the revisions.
8. Record a Reference Code on the left tape at the end of the item.

As typists we ~~are accustomed to thinking~~ in terms of typewritten lines. ^{but a} As MT/ST ^{typists} operators we want to forget about typewritten lines. We want instead always to think of what is on the tape. The tape is one continuous roll, and we want to adjust our thinking to adjacent characters. The MT/ST ^{is ing ing} reads and acts on one character after another. When we begin seeing in our minds what is on ^{Magnetic} Tape, we have a clear picture of how our machine is going to perform.

Second Revision

Change tapes. Put the left tape (latest revision) on the Right Station. Put another tape on the Left Station.

Create a new tape as you make this second revision, and play it back as proof. Remember that lines as the MT/ST defines them (ended by Carrier Return Codes) will not necessarily play to the right margin when something has been revised.

As typists, we think in terms of typewritten lines [;] but as MT/ST typists, ^{these} we want to forget about ~~typewritten~~ lines. We want instead always to think [?] of what is on the tape. The tape is one continuous roll, and we want to adjust our thinking to adjacent characters. The MT/ST is reading and acting on one character after another. When we ^{visualizing} begin ~~seeing in our minds~~ what is on Magnetic Tape, we ^{will} have a clear picture of how our machine is going to perform.

Procedure for Projects of More than One Page When Transferring

In Section C on revision typing you were instructed to begin all but the first page of a project with one carrier return. This was to give you the desired spacing between words when it was necessary to bring material from one page to another.

Some new situations must be considered, however, when transferring projects of more than one page:

1. When you transfer the last word on the original page to the left tape, you also transfer the Stop Transfer Code that follows it. If that point is also the end of the new page, record the Reference Code on the left tape and continue. But if it is not the end of the new page, you should backspace once in Record L to enable you to record the next information over the Stop Transfer Code. Otherwise you will have a Stop Transfer Code in the middle of the page on the new tape. You should then put the carrier in proper alignment with the printed copy by spacing forward once in Transfer.
2. If you transferred the last line of the new page in Word Mode, the last word that transferred was followed by a space. Thus when you later bring more material to this page from the right tape, you do not need the one carrier return at the beginning to provide the one space required between words. This is not a problem; either backspace in Record L before recording the Stop Transfer Code and Reference Code on the left tape or skip the Carrier Return Code which begins the new page on the right tape. This will eliminate two spaces between words.

The important thing is to have a system. Remember that there are some pages that end in the middle of sentences; some end at the end of a sentence (this requires two spaces to play out); and some pages end at the end of a paragraph. These situations do not create problems if you remember what you have recorded on the tape and what you want recorded on the new tape.

Practice Exercise 37

REPORT OF PROGRESS

(Your Name)

At this point I have mastered the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: record and playback.

Recording is a matter of typing as I would on any "Selectric"* typewriter. But it has benefits that regular typing cannot have! For instance, if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only error-free copy is produced. Imagine the time I can save when I don't have to erase!

If my boss decides to change the way he phrased a sentence or if last-minute changes cause corrections to be made in the copy, I don't worry. I merely search back to the beginning of the letter or report and make the corrections.

Adjust play is the feature that allows changes to be made. It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made easily. By using the Playback Mode Dial to control the amount of playback (I have a choice of

*Registered Trademark

automatic, word, line, or character), I can delete the material that has changed, and then I just retype the new material from the keyboard.

And an amazing feature is the ability to drop hyphens. Hyphens fall into two categories: temporary (word-division hyphens) and permanent (hyphens used in compound words). The MT/ST can distinguish between them if you code the word-division hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, centering, and other typewriting functions are all easily handled by the MT/ST. But of course, it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape that I may have missed while recording.

Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.

REPORT OF PROGRESS

(Your Name)

At this point I have mastered the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: ^R record, ^{Play,} and ~~play-back.~~ *and Adjust.*

Recording is a matter of typing as I would on any "Selectric"^X typewriter. But it has ^{a number of} benefits that regular typing cannot have! For instance, if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only ^{perfect} ~~error-free~~ copy is produced. Imagine the time I can save when I don't have to erase!

~~If my boss decides to change the way he phrased a sentence, or if last-minute changes cause corrections to be made in the copy, I don't worry. I merely search back to the beginning of the letter or report and make the corrections.~~

This can be without concern for retyping time.
Adjust play is the feature that allows changes to be made. ¹ It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made, easily. By using the Playback Mode Dial to control the amount of playback (I have a choice of

*Registered Trademark

automatic, word, line, or character), I can delete the material that has changed, and then I just retype the new material from the keyboard.

^A ~~And~~ an amazing feature is ^{its} ~~the~~ ability to drop hyphens. Hyphens fall into two categories: temporary ~~(word-division hyphens)~~ and permanent. ~~(hyphens used in compound words)~~. The MT/ST can distinguish between them if you code the ^{temporary} ~~word-division~~ hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, centering, and other typewriting functions are all easily handled by the MT/ST. But of course, it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape ~~that I may have missed while recording.~~

Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.

REPORT OF PROGRESS

(Your Name)

At this point I have ~~mastered~~^{learned} the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: Record, Play and Adjust.

Recording is ^{just} a matter of typing as I would on any "Selectric" typewriter. But it has a number of benefits that regular typing cannot have! ~~For instance,~~^I if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only perfect copy is produced. Imagine the time I can save when I don't have to ~~erase~~^{spend valuable time making corrections.}

Adjust play is the feature that allows changes to be made. This can be without concern for retyping time. It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made. By using the Playback Mode Dial to control the amount of playback, ~~(I have a choice of automatic, line, word, or character)~~, I can delete the material that has changed, and then I just retype the new material from the ~~keyboard~~^{typewriter.}

An amazing feature is its ability to drop hyphens. Hyphens fall into two categories: temporary and permanent. The MT/ST can

*Registered Trademark

distinguish between them if you code the temporary hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, ^{and} centering^x ~~and other typewriting functions~~ are all easily handled by the MT/ST. But ~~of course~~, it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

~~I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape.~~

~~Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.~~

Model IV



Code Conversion Feature

The following material replaces Section F when the MT/ST being used is equipped with the Code Conversion feature.*You can tell whether your MT/ST is equipped with this feature by the sticker under the cover of the IBM "Selectric" Typewriter. If it is marked "Code Conversion," you should use these instructions for transferring rather than the instructions given in the preceding section.

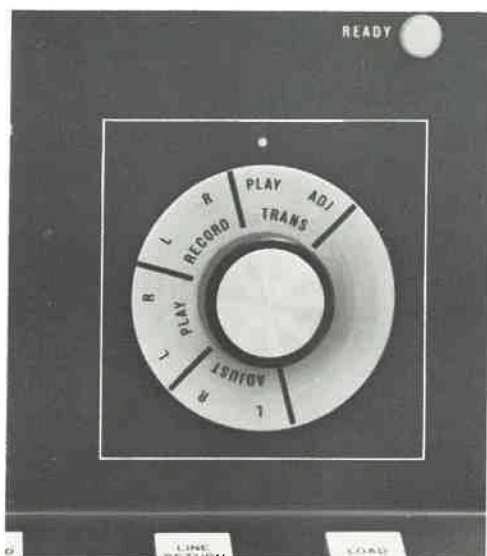
Revisions with Two Tapes

You have developed skill in power typing through the use of your MT/ST's special features—automatic playback, skipping, and margin adjust. You have learned how to save needless retyping by recording your initial typing on magnetic tape and using this tape to produce a revised copy. Now you will learn how your MT/ST can carry this revision convenience a step further!

You can create a second tape at the same time you are doing the revision typing. Having a new tape to match the new version of a document is a definite advantage when material will be changed a number of times. Your Model IV MT/ST, with two tape stations, permits you to create a new tape as a by-product of each revision.

This is not a process of changing the first tape. The original stays the same. The up-to-date tape is a new tape—a second tape. It is created by turning the Operation Selector Dial to a Transfer setting. As material plays back from the original (placed at the Right Station), it is simultaneously recorded on the second tape (placed at the Left Station). When you skip words on the original tape, the new one does not move—it just stays where it is, waiting to receive the next information played back. Words added to the changed copy are recorded on the new tape by entering them from the keyboard.

Material is always transferred from the Right Station to the Left Station. Of course, the tape created at the Left Station may ultimately be used as the “original” to update a document again. At that time, it is placed on the Right Station, and once again, you transfer from right to left.



Transfer Play

With the Operation Selector Dial set for Transfer Play, you can transfer information from the tape at the Right Station to the tape at the Left Station.

The MT/ST reads information at the Right Station and records it on the Left Station tape at the same time it plays out the copy. All codes on the right tape are duplicated on the left. Transferring does not change the original tape—the right tape stays the same. Remember, the only way you can change a tape is by recording over it.

The Transfer Play setting corresponds with straight Play, in that carrier returns at the typewriter are controlled by Carrier Return Codes recorded on the tape.

Notice that the lights at both stations are on when the Operation Selector Dial is set for Transfer Play to show that both stations are active. Anything entered from the keyboard while both sets of lights are on will not record on the tape.

If the transfer operation is stopped, only the left lights would remain on to show that you are in a Record L operation. It can be stopped by depressing the Stop Button, by transferring a Stop Transfer Code, or by turning the Playback Mode Dial to Line, Word, or Character. Anything entered from the keyboard at this point would record on the left tape, even though the Operation Selector Dial is still set for Transfer Play.

Recording Reference Codes When Transferring

The transfer operation will stop when the MT/ST reads (and transfers) a Stop Transfer Code. At the end of an item, the next thing on the right tape is a Reference Code. If you were to depress the Start Button at this point, the Reference Code would transfer to the left tape. But as it transferred, a series of 15 2's and 30 z's would print on the paper.

To prevent this from happening, record a Reference Code on the left tape by merely depressing the Reference Code Button. As discussed above, when the MT/ST stops a transferring operation because it reads a Stop Transfer Code, it automatically goes into a Record L operation, even though the Operation Selector Dial does not move. The left lights are lighted as a reminder that you can record the Reference Code without changing the Operation Selector Dial.

When you have recorded the Reference Code on the left, search to the next item on the right tape. You will have to search the right tape in Play or Adjust, for you cannot search in Record or Transfer.

If you are transferring a consecutive series of items from the right tape, you could also skip the Reference Code.* Since a Reference Code ends with a Carrier Return Code, it is considered by the MT/ST to be a word or a line. So, when the transfer operation is complete and you have recorded the Reference Code on the left tape, skip the Reference Code on the right by setting the Playback Mode Dial for Word or Line and depressing the Skip Button once. This will position the tape to begin transferring the next item.

* Note: Search for pages or skip Reference Codes, but don't do both. Skipping Reference Codes throws off the counting process when you are searching for higher numbers. If you have skipped a Reference Code and then find you must search, rewind before searching so that the counting will start from the beginning again.

Practice Exercise 35 Transfer Play (Code Conversion MT/ST)

Transfer

1. Search to Practice Exercise 7 on the Right Station.
2. Search to an available position on the Left Station.
3. Turn the Operation Selector Dial to Transfer Play.
4. Depress the Start Button to transfer the information from the Right Station to the Left Station.
5. Stop Transfer Code will transfer when it is read with the last word of the paragraph, and playback will stop. Note that the right lights go out, leaving the left lights on as evidence that the MT/ST is in a Record L operation.
6. Record a Reference Code on the left tape.
7. Record the transferred item on your log (left tape).

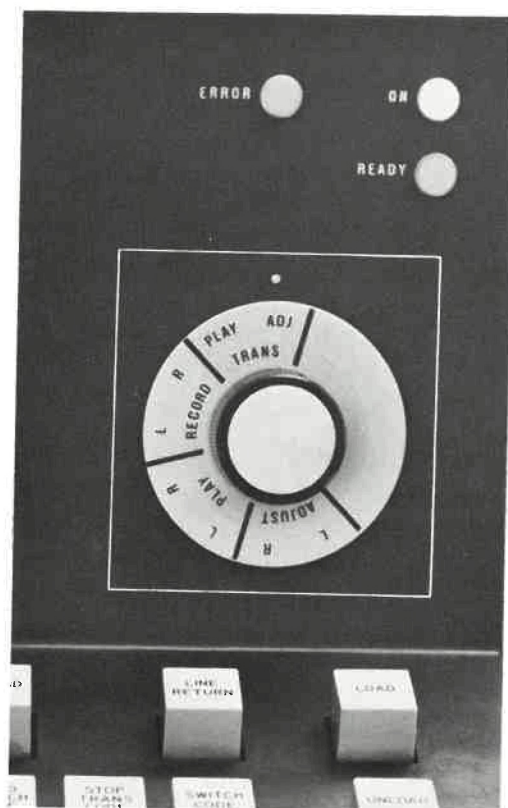
LINE RETURN BUTTON

You can quickly correct errors while recording by using the Line Return Button. This is actually a method of backing up the tape very rapidly to the last Carrier Return Code. It is especially useful in making corrections that you fail to see at once.

Reference Code

Play Back

1. Search back to the beginning of the new item on the left tape.
2. Play back for proof of transfer.



Transfer Adjust Setting

Transfer Adjust compares with Adjust in that Carrier Return Codes on the tape are converted to spaces, and the carrier returns when a space, carrier return, or hyphen is read in the Margin Adjust Zone.

Transfer Adjust is used for projects requiring both an updated tape and the adjust feature for aligning right margins.

When a Carrier Return Code is read outside the Margin Adjust Zone, it converts to a space on the paper, and a space is recorded on the left tape. The Carrier Return Code and the Feed Code that follows it remain on the right tape, but they do not transfer to the left tape.

In the same fashion, when a space or hyphen is read in the Margin Adjust Zone, causing the carrier to return, a Carrier Return Code and Feed Code are recorded on the new (left) tape. Again, the right tape is not affected. Therefore, on an MT/ST with the Code Conversion feature, carrier returns on the hard copy (paper) will correspond with Carrier Return Codes on the tape.

Skipping in Transfer

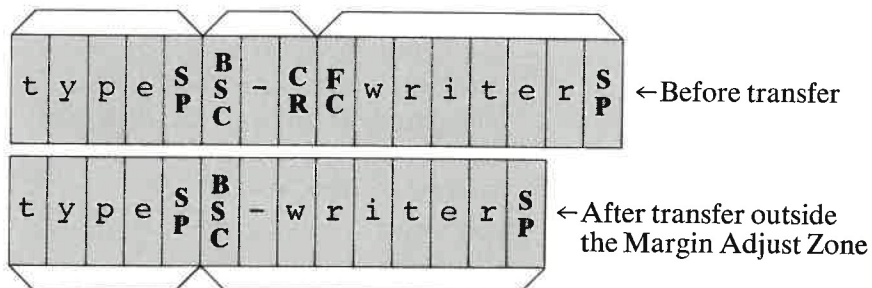
You can skip in Transfer. Depressing the Skip Button affects only the Right Station Tape—the left is inactive. The Indicator Lights at the Left Station go out during the skipping process. This is visual evidence that the left tape is not receiving the information.

Divided Words in Transfer Adjust

It was mentioned in Section C that a divided word requires three depressions of the Start Button in Word Mode to play it out and three depressions of the Skip Button to skip it.

That same rule holds true when the divided word falls at the end of a line in Transfer Adjust. The first depressions plays out the first part of the word, the second depression plays out the word-division code, and the third plays out the remainder of the word.

A different rule applies, however, if that divided word falls in the middle of a line after being transferred in Transfer Adjust. Since the carrier did not return within the word, the Carrier Return Code and Feed Code within the originally divided word do not record on the left tape. Thus, on successive revisions where this word is played out, it will be necessary to depress the Start Button only twice, and only two skips will be necessary to skip it. Sound is your clue that the word you are skipping may have been divided. If the first skip sounds too short for the word you see on the copy, it was probably divided in the original recording.



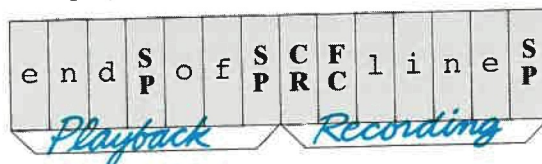
Recording Additions on the Second Tape

Recording New Material

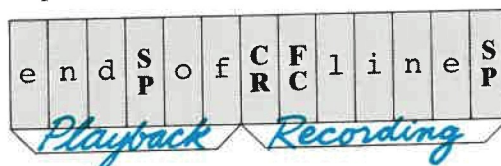
Earlier in this section it was mentioned that when the Stop Button was depressed or a Stop Transfer Code was transferred during a Transfer operation, the MT/ST automatically went into a Record L operation, although the Operation Selector Dial did not move. This situation also occurs when playback is stopped through a Line, Word, or Character setting on the Playback Mode Dial or when a long word reaches the right margin.

Whenever you want to add material to the left tape, transfer to the point of addition and record the new material from the typewriter keyboard, as the MT/ST is automatically in Record L when it completes a transfer operation.

If you transfer a line of material which ends in the Margin Adjust Zone and you now want to add another word from the keyboard, you will want to return the carrier before the word is recorded. But remember that when a word is transferred, the space following it is transferred also. To record a Carrier Return Code from the keyboard after that space was already recorded on the left tape could give you two spaces between words in adjusted playback.



To prevent this from happening, backspace once from the keyboard before you return the carrier. This will record over the space and give you proper spacing between words.



Paragraph Identification

The Code Conversion MT/ST recognizes a paragraph just as the basic MT/ST does—either by two Carrier Return Codes recorded side by side or by a Carrier return/tab combination. Remember, when the MT/ST reads a single Carrier Return Code outside the MAZ, the Carrier return plays out as a space.

When using the Character or Word Mode to transfer two Carrier returns or a Carrier return/tab combination in Adjust, three depressions of the Start Button are required.

If the Carrier is outside the MAZ when a single Carrier Return Code is read during transfer in Character, Word, or Line Mode, that Carrier return plays out as a space. However, this space does not record on the Left Tape if you continue transferring by depressing the Start Button to allow a second Carrier return or tab to transfer.

Do not record any code (Stop Transfer, Backspace, etc.) between the two Carrier Return Codes or the Carrier return/tab combination used for paragraph identification. These codes will not transfer in Transfer Adjust.

Recording Reference Codes

In an earlier section, transferring Reference Codes was discussed. It was mentioned that it was possible to transfer them, although a better practice was to record a new Reference Code on the left tape.

In Transfer Adjust, do not transfer Reference Codes. If the carrier of the typewriter is outside the Margin Adjust Zone when you transfer a Reference Code, the Carrier Return Code which ends the Reference Code will be converted to a space on the new tape. Since the MT/ST must have

a Carrier Return Code to know that a Reference Code has ended, it will search to the next Carrier Return Code that it finds on the tape—sometimes the end of the first line!

Transferring Feed Codes in Transfer Adjust

An MT/ST with Code Conversion can transfer Feed Codes in Transfer Adjust only when they follow an actual carrier return. If Feed Codes do not follow two Carrier Return Codes or a carrier return-tab combination on the original tape, they will not be transferred to the new tape. Therefore, if you use Feed Codes to save space on the tape for the date on a letter, for instance, record them before the date. In this way, they will follow the Carrier Return Codes and will be transferred.

Line Returning in Transfer

Line Returning on the left tape is possible in both Transfer Play and Transfer Adjust. Since the left tape station becomes active when transferring is stopped by the Stop Button, a Stop Transfer Code, or by setting the Playback Mode Dial for Line, Word, or Character, line returning takes the tape back to the last Carrier Return Code recorded on the left tape.

Line returning on the right tape is still accomplished by setting the Operation Selector Dial for Record or Play R and depressing the Line Return Button.

Line returning on both the left tape and the right tape will not necessarily take you back to the same place in the copy, however. Since Carrier Return Codes and spaces are converted in Transfer Adjust, the left and right tapes may not have Carrier Return Codes recorded at the same point.

Corrections Through Transfer

In Section A you learned to correct typographical errors by backspacing and striking over. In Section C, it was mentioned that corrections could be made on the paper by skipping the incorrect word on the tape and typing it in manually. Section D discussed tape corrections. It provided you with ways of making additions, deletions, and substitutions of a few characters.

Transfer is another way to make corrections. It enables you to make corrections to the tape which involve the addition, deletion, or substitution of a few words or many words. If the error on the tape involves the addition or deletion of numerous characters, it is faster to transfer the material to another tape, making the correction as you transfer.

Skip out the incorrect word and record the correct one from the keyboard.

Practice Exercise 36 Transfer Adjust (Code Conversion MT/ST)

Search to Practice Exercise 11 on the Right Station.
Search to an available position on the Left Station.

Revise

1. Set Operation Selector Dial for Transfer Adjust.
2. Transfer up to point of revision. Note that lights on left remain on.
3. Skip words "*are accustomed to thinking*." Left lights go out while you are skipping, and come on again at the end of the skipping operation.
4. Record "*think*" from the keyboard.
5. Depress Start Button to continue transferring. Both sets of lights are on while transferring.
6. Continue with the rest of the revisions.
7. Record a Reference Code on the left tape at the end of the item.

As typists we ~~are accustomed to thinking~~ in terms of typewritten lines. ^{but a} As MT/ST ^{typists,} ~~operators,~~ we want to forget about typewritten lines. We want instead always to think of what is on the tape. The tape is one continuous roll, and we want to adjust our thinking to adjacent characters. The MT/ST ^{is ing} reads ^{ing} and acts ^{ing} on one character after another. When we begin seeing in our minds what is on ^{magnetic} ~~the~~ tape, we have a clear picture of how our machine is going to perform.

Second Revision

Change tapes. Put the left tape (latest revision) on the Right Station.
Put another tape on the Left Station.

Create a new tape as you make this second revision.

Since Carrier Return Codes on the tape correspond to carrier returns on the paper, you will be able to use Line Mode for many of your revisions.

Remember that lines as the MT/ST defines them (ended by Carrier Return Codes) will not necessarily play to the right margin when something has been revised.

As typists, we think in terms of typewritten lines [Ⓢ] but as MT/ST typists, we want to forget about ^{these} ~~typewritten~~ lines. We want instead always to think ~~of what is on the~~ tape. The tape is one continuous roll, and we want to adjust our thinking to adjacent characters. The MT/ST is reading and acting on one character after another. When we begin ^{visualizing} ~~seeing in our minds~~ what is on Magnetic Tape, ^{will} ~~we~~ have a clear picture of how our machine is going to perform.

Procedure for Projects of More than One Page When Transferring

In Section C on revision typing, you were instructed to begin all but the first page of a project with one carrier return. This was to give you the desired spacing between words when it was necessary to bring material from one page to another.

Some new situations must be considered, however, when transferring projects of more than one page:

1. When you transfer the last word on the original tape to the left tape, you also transfer the Stop Transfer Code that follows it. If that point is also the end of the new page, record the Reference Code on the left tape and continue. But if it is not the end of the new page, you should backspace once (since the Stop Transfer Code stopped the playback, the left lights will be on and the MT/ST will be in Record L) to enable you to record the next information over the Stop Transfer Code. Otherwise you will have a Stop Transfer Code in the middle of the page on the new tape. You can put the carrier in proper alignment with the copy by spacing forward once in Play or Adjust; then turn the Operation Selector Dial to Transfer Adjust and continue transferring.

2. If you transferred the last line of the new page in Word Mode, the last word that transferred was followed by a space. Thus when you later bring more material to this page from the right tape, you do not need the one carrier return at the beginning to pro-

vide the one space required between words. This is not a problem; either backspace once before recording the Stop Transfer Code and Reference Code on the left tape or skip the Carrier Return Code which begins the new page on the right tape. This will eliminate recording two spaces between words.

3. Since footnotes and page headings should not be recorded on tape, be sure you turn the Operation Selector Dial to Play or Adjust before you type them. If you type them while you are in a Record L operation, they will record on the new tape.

4. If you have lost the Record L operation in Transfer Adjust by turning the Operation Selector Dial to another operation, you can record material on the left tape in the usual way by turning the Operation Selector Dial to Record L. This might be necessary if you need to begin a new page with a Carrier Return Code, after typing the page number or heading caused you to turn the Operation Selector Dial to Play or Adjust, thereby losing the Record L operation.

The important thing is to have a system. Remember that there are some pages that end in the middle of sentences; some end at the end of a sentence (this requires two spaces to play out); and some pages end at the end of a paragraph. These situations do not create problems if you remember what you have recorded on the tape and what you want recorded on the new tape.

Practice Exercise 37 (Code Conversion MT/ST)

REPORT OF PROGRESS

(Your Name)

At this point I have mastered the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: record and playback.

Recording is a matter of typing as I would on any "Selectric"* typewriter. But it has benefits that regular typing cannot have! For instance, if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only error-free copy is produced. Imagine the time I can save when I don't have to erase!

If my boss decides to change the way he phrased a sentence or if last-minute changes cause corrections to be made in the copy, I don't worry. I merely search back to the beginning of the letter or report and make the corrections.

Adjust play is the feature that allows changes to be made. It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made easily. By using the Playback Mode Dial to control the amount of playback (I have a choice of

*Registered Trademark

automatic, word, line, or character), I can delete the material that has changed, and then I just retype the new material from the keyboard.

And an amazing feature is the ability to drop hyphens. Hyphens fall into two categories: temporary (word-division hyphens) and permanent (hyphens used in compound words). The MT/ST can distinguish between them if you code the word-division hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, centering, and other typewriting functions are all easily handled by the MT/ST. But of course, it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape that I may have missed while recording.

Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.

REPORT OF PROGRESS

(Your Name)

At this point I have mastered the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: ^R record, ^{Play} and play-back, *and Adjust.*

Recording is a matter of typing as I would on any "Selectric"^X typewriter. But it has ^{a number of} benefits that regular typing cannot have! For instance, if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only ^{perfect} ~~error-free~~ copy is produced. Imagine the time I can save when I don't have to erase!

~~If my boss decides to change the way he phrased a sentence, or if last-minute changes cause corrections to be made in the copy, I don't worry. I merely search back to the beginning of the letter or report and make the corrections.~~

This can be without concern for retyping time.
Adjust play is the feature that allows changes to be made. ¹ It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made ~~easily~~. By using the Playback Mode Dial to control the amount of playback (I have a choice of

*Registered Trademark

automatic, word, line, or character), I can delete the material that has changed, and then I just retype the new material from the keyboard.

^A ~~And~~ an amazing feature is ^{its} ~~the~~ ability to drop hyphens. Hyphens fall into two categories: temporary ~~(word-division hyphens)~~ and permanent ~~(hyphens used in compound words)~~. The MT/ST can distinguish between them if you code the ^{temporary} ~~word-division~~ hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, centering, and other typewriting functions are all easily handled by the MT/ST. But of course, it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape. ~~that I may have missed while recording.~~

Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.

REPORT OF PROGRESS

(Your Name)

At this point I have ~~mastered~~^{learned} the most important functions of my IBM Magnetic Tape "Selectric"* Typewriter: Record, Play, and Adjust.

Recording is ^{just} a matter of typing as I would on any "Selectric" typewriter. But it has a number of benefits that regular typing cannot have! ~~For instance,~~^I if I make an error, I merely backspace and strike over it--and it's corrected. Everything I type is recorded on a Magnetic Tape, and so corrections are a process of recording over the wrong material.

This Magnetic Tape can then be "played back" at high speed and only perfect copy is produced. Imagine the time I can save when I don't have to ~~erase!~~^{spend valuable time making corrections.}

Adjust play is the feature that allows changes to be made. This can be without concern for retyping time. It can "listen for the bell" and readjust the line lengths so that additions or deletions can be made. By using the Playback Mode Dial to control the amount of playback, ~~(I have a choice of automatic, line, word, or character),~~ I can delete the material that has changed, and then I just retype the new material from the ~~keyboard.~~^{typewriter.}

An amazing feature is its ability to drop hyphens. Hyphens fall into two categories: temporary and permanent. The MT/ST can

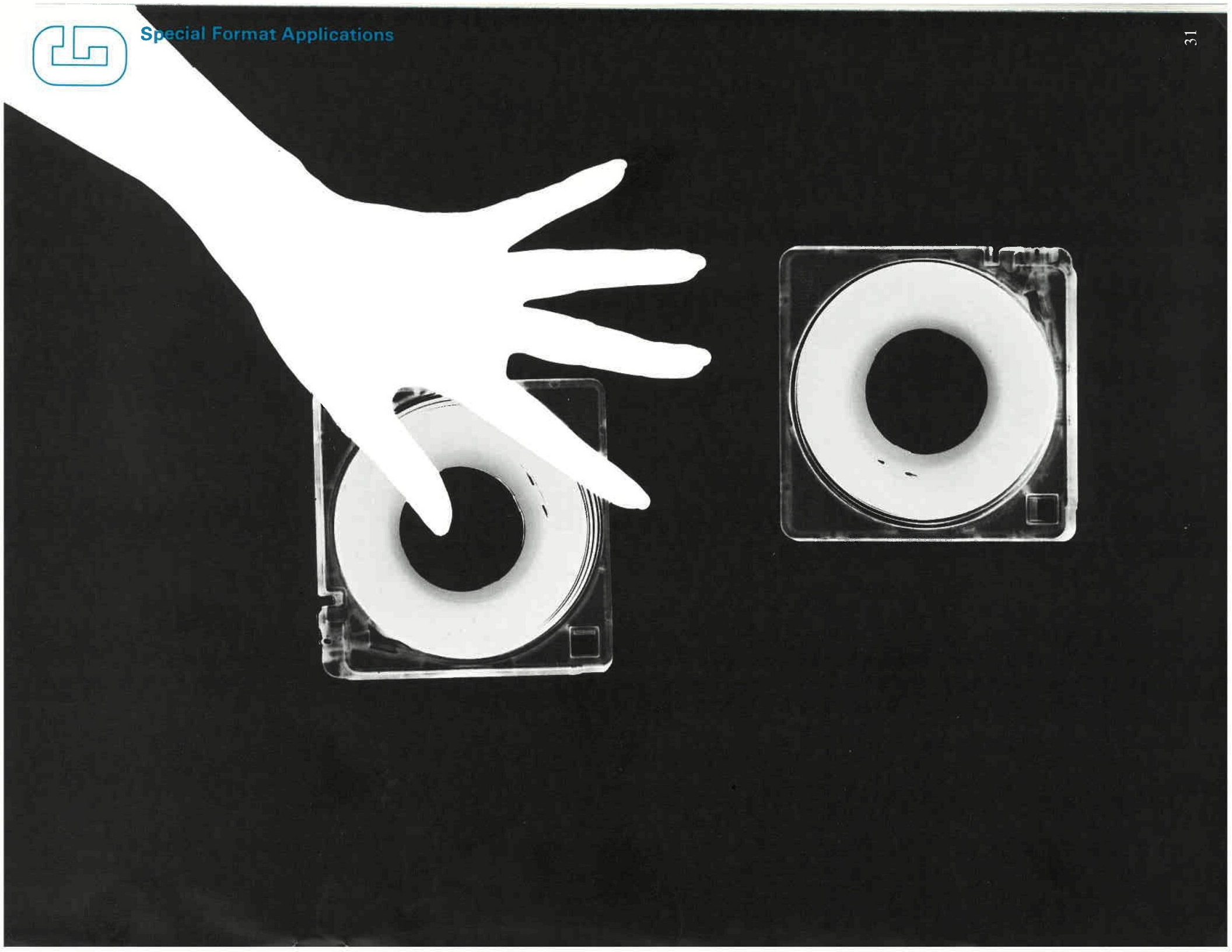
*Registered Trademark

distinguish between them if you code the temporary hyphens properly. And it will drop these hyphens when they occur in the middle of a line.

Underscoring, tabulating, ^{and} centering ~~X~~ and other typewriting functions are all easily handled by the MT/ST. But ~~of course,~~ it really can't do much without me. Because I'm the one who instructs it by what I record on the Magnetic Tape. If I should fail to record a special instruction, it might not print out exactly the way I had hoped it would.

~~I'm now going to begin my study of correcting tapes. So far I've learned all about correcting the paper, but I haven't changed errors on the tape.~~

~~Then I will have learned most of the techniques and procedures that will allow me to use the MT/ST for my own work.~~





Special Format Applications

In Section E you were introduced to some of the uses of the MT/ST for typical formats. This section is devoted to further applications of the skill you have learned, especially where it involves the use of two tape stations.

You have learned one form of letter writing where Stop Transfer Codes are used to allow you to fill in information manually from the keyboard.

This section will introduce you to a more automatic form of letter writing where the MT/ST can insert the variable information by combining information from two tapes.

Updating statistical reports, playing back envelopes, and revising indented formats are other areas covered in this section. Again, look for similarities between the type of work you will be doing on the MT/ST and the projects presented in the next few pages.

Automatic Letter Writing Using the Magnetic Tape for Letter Variables

In Section E you recorded the body of a letter on tape, and you filled in the variables manually. Perhaps, however, as you were typing the inside address, you made an error! Whenever we type without recording on the tape, we are susceptible to retyping because of typographical errors.

To eliminate this possibility, you can record the variables on the other tape station, again placing Stop Transfer Codes in position to enable you to change playback from one tape station to another.

Practice Exercise 38 Recording Letter Variables on Tape

Search to an available Reference Code position on the left tape. Set margins for 20 and 70 on a pica-spacing machine, 28 and 78 on an elite. Set a one-space tab.

To Record

1. Record the inside address of the first letter on the left tape beginning at the left margin. Do not record a carrier return before typing the inside address. Remember the special code that should precede all short lines to be played back in Adjust (tab-Backspace Code).
2. Record a Stop Transfer Code at the end of the Zip Code.
3. Record the last name of the person receiving the letter, followed by a Stop Transfer Code.
4. Record the name of the company, followed by a Stop Transfer Code. Do not be concerned about the appearance of your paper. Your recording should look like this:

Mr. Marvin L. Goodner
Webb Bolt Company
789 Webb Avenue
Merton, Missouri 63941 ^S_T Goodner ^S_T Webb Bolt Company ^S_T

5. Remember that if you make an error in recording, merely backspace and strike over.

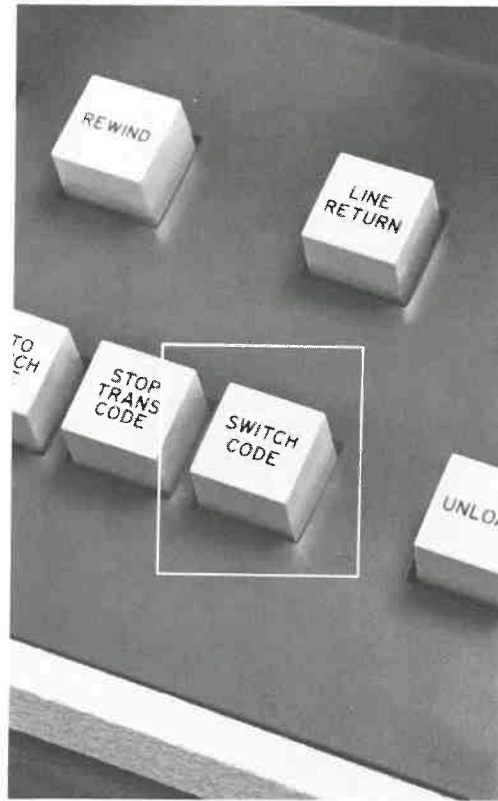
Mr. Marvin L. Goodner
Webb Bolt Company
789 Webb Avenue
Merton, Missouri 63941

Mr. John R. Lewis
Robertson, Melvin, and Lewis
345 Book Building
Detroit, Michigan 48202

Mr. James Jervis
Patterson Peanut Products
333 Third Street
Flint, Michigan 48236

Play Back

Search to the beginning of Exercise 30 on the right tape.
Search to the beginning of the name and address on the left tape.
Set the Operation Selector Dial for Adjust R and depress the Start Button.
When playback stops, turn the Operation Selector Dial to Adjust L and depress the Start Button. Continue this procedure until the entire letter has played out.



Switch Code

A Switch Code recorded on the tape switches the machine action from one tape to the other. It is an internal way of changing playback from the Right to the Left Station, just as you can do it by physically turning the Operation Selector Dial.

You will see the Station Lights change as the MT/ST switches stations. This is your visual check to know at all times which tape is active.

The switching process is internal—the Operation Selector Dial on the tape console does not move. Therefore, it is possible that a switching operation may end with the lights on at one station while the Operation Selector Dial is set for the opposite. The lights are always right!

To synchronize the lights and the Operation Selector Dial, turn the dial to agree with the lights and then to any desired operation setting.

Example: A switching project has just been completed, and you want to record new material on the right tape.

As you look at the tape console, you see the lights are on at the Left Station, but the Operation Selector Dial is set for Adjust, Right Station. To make the Right Station active:

Turn the Operation Selector Dial to a Left Station setting. (Now the dial and lights agree.) Turn the Operation Selector Dial to Record R. (The lights will change with the dial.)

Playing Back a Tape Containing Switch Codes

If you want to play back a tape which contains Switch Codes to check its accuracy or content, place a tape on the opposite station which contains nothing but a series of Switch Codes.

As you play back and come to a Switch Code, the MT/ST switches to the opposite station. It reads another Switch Code at this point which sends it back to the first tape to resume playback.

Using the MT/ST for Automatic Letter Writing

The ability of the MT/ST to switch between two tapes and to adjust margins makes it possible to perform personalized automatic letter writing.

With the names and addresses of your mailing list plus any personalized, variable information recorded on one tape and the letter recorded (as we have seen) on another, the material can be merged via Switch Codes.

If you are using continuous-form stationery, playback can be continuous, too, by using Automatic Search Codes and the Automatic Start setting of the Playback Mode Dial which was discussed in Section E.

By changing the Stop Transfer Codes in the letter you have already recorded to Switch Codes, and by recording a variable-information tape containing Switch Codes to provide the fill-in information, you can play back complete, personalized letters on your MT/ST.

Practice Exercise 39 Automatic Letter Writing

Change Stop Transfer Codes to Switch Codes

Search to Practice Exercise 30. Play it back in regular Play until the MT/ST reads a Stop Transfer Code. At that point, turn the Operation Selector Dial to Record, backspace once, and record a Switch Code. Change the rest of the Stop Transfer Codes to Switch Codes in the same manner. You now have all of the basic information recorded, with Switch Codes wherever variables must be inserted.

Record Variable Tape

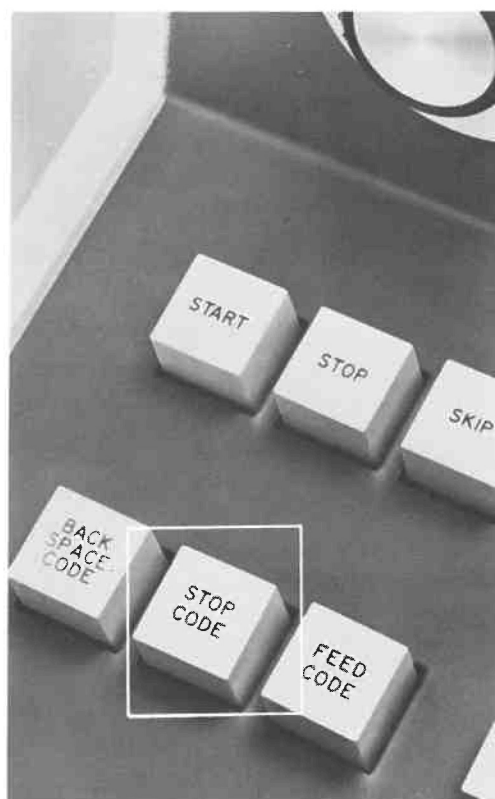
1. Search back to the names and addresses that you recorded on your left tape. You are going to record over them.
2. Do not record a carrier return before the first name and address.
3. Record the name and address, and be sure to include the special code before the company name so that this letter can be played back in Adjust.
4. Record a Switch Code following the Zip Code.
5. Continue recording the variable information, record Switch Codes where you had previously recorded Stop Transfer Codes.
6. When you have recorded the information for Letter Number 1, continue with the information for letters 2 and 3—do not put Stop Transfer Codes between letters. Your copy will look like this.

Mr. Marvin L. Goodner
Webb Bolt Company
789 Webb Avenue
Merton, Missouri 63941GoodnerWebb Bolt CompanyMr. John R. Lewis
Robertson, Melvin, and Lewis
345 Book Building
Detroit, Michigan 48202LewisRobertson, Melvin, and LewisMr. James Jervis
Patterson Peanut Products
333 Third Street
Flint, Michigan 48236JervisPatterson Peanut Products

End the variable tape with a Stop Transfer Code and a Reference Code.

Play Back

Search to the beginning of the body of the letter and the variable information. Leave the number of the basic-letter information in the Reference Number Window. Begin playback in Adjust from the tape containing the body of the letter. Position paper according to whether you have recorded the body of the letter for continuous-form paper or regular stationery. Depress Start Button. Watch lights switch sides as tape station action changes. Use Start position on the Playback Mode Dial if you are using continuous-form stationery.



Some Hints for Automatic Letter Writing

Be consistent in recording codes on the tape for automatic letter writing. Put Switch Codes either before or after spaces and carrier returns—but be consistent. The same thing applies to carrier returns between parts of the letter. You can put them either on the constant tape or the variable tape—but not on both!

A good rule to follow is to record as much as possible on the constant tape. It saves re-recording, it saves tape, and it saves paper when recording the variable information.

If you are using a letter style where the date line or closing lines end near the right margin, the Adjust feature will cause the carrier to return when a space is read in the Margin Adjust Zone. To prevent this, set tabs on the typewriter for each space in the Margin Adjust Zone. When you record the date or closing lines, tab between words instead of spacing. This will force payout in the Margin Adjust Zone.

Record a Stop Transfer Code following the Auto Search Code at the end of letters that might be transferred. This will prevent the Reference Code from printing on the paper at the completion of the transfer operation.

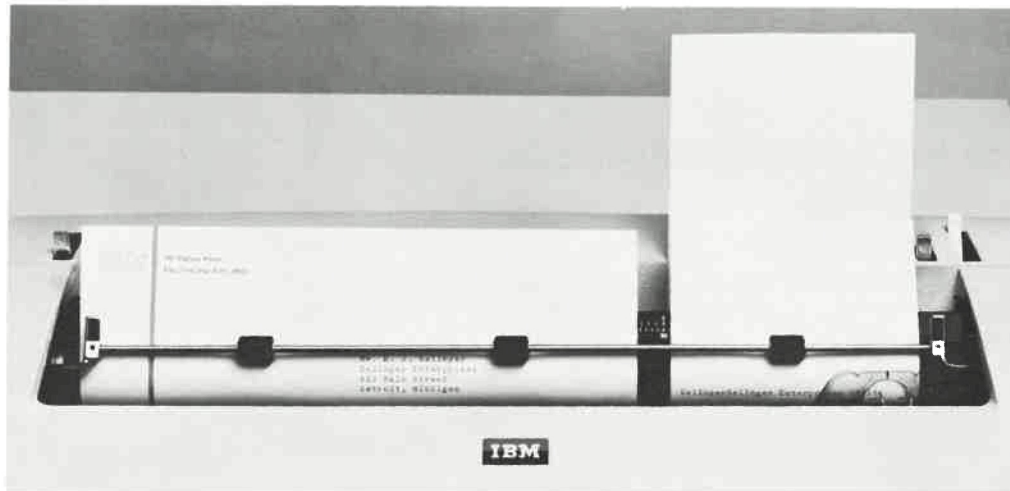
Stop Transfer Code vs. Stop Code

We have been using the Stop Transfer Code to tell the MT/ST to stop playback. But you may have noticed another Stop Code Button on the tape console.

This Stop Code tells the MT/ST to stop playback except during a transfer operation. If a Stop Code is read when the MT/ST is transferring, the Stop Code will transfer to the left tape—but the machine will not stop playback.

This code is convenient to use when you need to record Stop Codes within the body of a letter (to enable you to fill in information manually), but you do not want the MT/ST to stop within the body when you are transferring that letter from one tape to another.

For all practical purposes, use the Stop Transfer Code unless you are sure that you do not want the MT/ST to stop playback during a transfer operation.



Addressing Envelopes

Use the same variable-information tape you used for letters to prepare the envelopes. You can print the names and addresses on envelopes and cause the unneeded information to print off to the side of the envelopes on scratch paper. (Insert this scratch paper at the extreme right side of the platen.)

Set the left margin where you want the address to begin on the envelope and remember to set a one-space tab if the inside address has been recorded with the special code for playing it back in Adjust. A second tab should be set off the right edge of the envelope. Be sure that no other tabs are set on the typewriter. Play the envelopes back in straight Play.

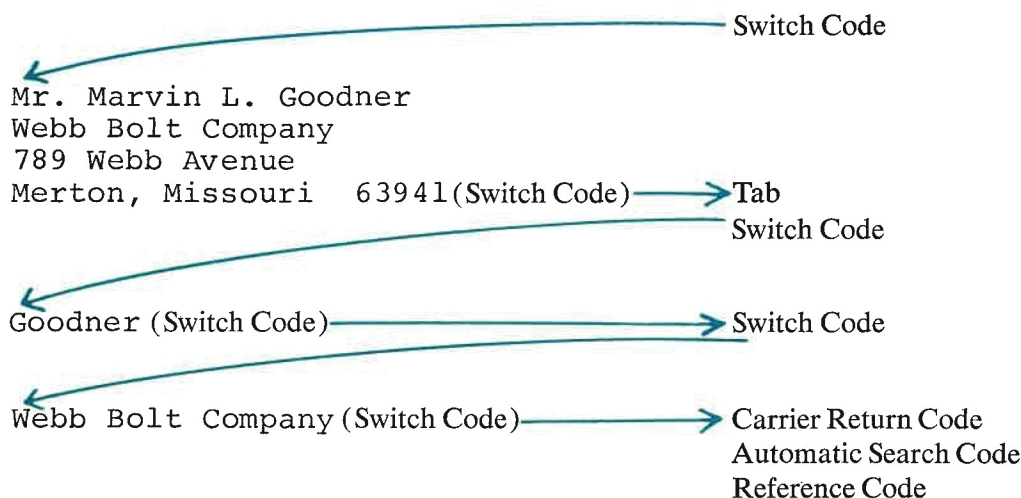
Replace the basic-letter tape with a special instruction tape which directs the MT/ST to type the name and address on the envelope and the rest of

the information on the scratch paper. Ending this instruction tape with an Automatic Search Code keeps you from having to search back to the beginning of the codes for every name and address.

The following diagram shows how the variable-information and instruction tapes work together. Because of the Automatic Search Code you will start each cycle from the instruction tape. Thus the very first code must be a Switch Code to switch you to the variable tape. Then a tab is needed to get the carrier off the edge of the envelope, followed by a series of Switch Codes (how many depends on the number of variables) to cause the unneeded information to print on the scratch paper. End the instruction tape with a Carrier Return Code to get the carrier back to the left margin, an Automatic Search Code, and a Reference Code.

Variable—Information Tape

Instruction Tape



Practice Exercise 40 Addressing Envelopes

Search to the name and address variables that you recorded.

Record Instruction Tape

1. Search to an available position on the opposite tape station from the name and address tape.
2. Record:
 - A Switch Code
 - A Tab Code
 - Two Switch Codes (one for the salutation; one for the company name)
 - A Carrier Return Code
 - An Automatic Search Code
 - A Reference Code

Play Back Envelopes

1. Set left margin of typewriter at point where addresses will type out properly.
2. Set a tab one space from the left margin and another tab off the right edge of the envelope.
3. Insert scratch paper at right side of platen.
4. Insert envelope to proper line for typing first line of address.
5. Search to beginning of instruction codes, and leave the Reference Number of the instruction codes in the Reference Number Window. Use straight Play.
6. Depress Start Button (be sure to begin playback from the instruction codes).
7. Repeat for all envelopes to be addressed.

Continuous-Form Envelopes

Continuous-form envelopes (envelopes attached so they may be addressed without individual insertions but easily separated for mailing) permit a fast operation.

When working with continuous-form envelopes:

1. Record carrier returns on the instruction tape to position each envelope to the proper line for typing the name and address.
2. If all addresses do not take up the same number of lines, compensate for the difference by recording the appropriate number of carrier returns to space the envelopes from one to the next.
3. Save search time by recording more than the one set of codes on the instruction tape.
4. Set the Playback Mode Dial for Start so playback will begin automatically every time the instruction tape searches back to the beginning of its series of special codes.

Preparing Envelopes as you Record Variable-Information Tape

To save time and typing when preparing your variable-information tape, re-

cord the tape as you type the envelopes for the letters. After you have typed the name and address (remember to record the special code before single-spaced lines to be played in Adjust), tab to a scratch sheet at the right side of the platen. Backspace once to allow you to record over the tab code and record the variable information on the scratch sheet. Return the carrier at the end of the first name, address, and variable information, then line return to record over the Carrier Return Code as you record the next name and address.

Using Switch Codes for Other Purposes

Too often when we think of Switch Codes, we think of letters. There are many other areas of your work, however, where Switch Codes can be helpful.

Reports, legal documents, and travel itineraries often have constant information and variables which lend themselves to this type of application.

In any material that is fairly constant with some variable information, consider the use of Switch Codes to do it rapidly and easily.

Practice Exercise 41 Using Switch Codes

Record the News Release, using Switch Codes to insert the variable information.

It is often easier to visualize where codes should go on the tape if you diagram the material, writing out where the various parts of the item will be recorded:

one tape	other tape
<p>News Release</p> <p>Summer → air! $\begin{smallmatrix} S & S & S \\ P & P & W \end{smallmatrix}$</p> <p>, $\begin{smallmatrix} S \\ P \end{smallmatrix}$ a → the $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>, $\begin{smallmatrix} S \\ P \end{smallmatrix}$ has → that $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>were → countries $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>chose. → 24. $\begin{smallmatrix} S \\ T \\ C \end{smallmatrix}$ Ref. Code</p>	<p>Miss → Nelson $\begin{smallmatrix} S \\ W \end{smallmatrix}$</p> <p>Stenographic Department $\begin{smallmatrix} S \\ W \end{smallmatrix}$</p> <p>Germany and Holland $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>Nancy $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>Miss Lois Barker $\begin{smallmatrix} S \\ W \end{smallmatrix}$</p> <p>Payroll Section $\begin{smallmatrix} S \\ W \end{smallmatrix}$</p> <p>Switzerland and Austria $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>Lois $\begin{smallmatrix} S & S \\ P & W \end{smallmatrix}$</p> <p>↓</p> <p>etc.</p> <p>$\begin{smallmatrix} S \\ T \\ C \end{smallmatrix}$ Ref. Code</p>

NEWS RELEASE

Summer is in the air! Miss Nancy Nelson, a secretary in the Stenographic Department, has winged her way to Europe on a tour sponsored by the Girls' Club.

Participants in this trip had their choice of two countries to visit. We have been notified that Germany and Holland were the countries Nancy chose.

We are looking forward to a full report on the interesting sights seen and places visited when the Girls' Club tour returns on June 24.

Miss Lois Barker
Payroll Section
Switzerland and Austria

Your Name
Your Department
Two countries of your choice

Other Transfer Applications

Hard-copy (paper) revisions like those you did in Section E can be done in Transfer, thereby creating a new tape at the same time. Statistical reports, outlines, and many other formats can be transferred to provide you with a revised hard copy as well as a revised tape.

To transfer this material, follow the rules you have learned about play-

ing back special formats and the procedures for Transfer. Just as tabulated material should not be played out in Adjust, it should not be transferred in Transfer Adjust. Recorded Stop Transfer Codes allow you to change margins when transferring and revising outline material just as they did when you were simply changing hard copy.

Practice Exercise 42 Updating Statistical Reports

Make the following revisions, producing an updated tape for each new version.

Search to Practice Exercise 33 on the right tape.

Item 1

Product A	40,000	35,000	May 1, 1970
<i>Product B</i>	<i>2,000</i>	<i>500</i>	<i>May 30, 1970 1972</i>
Product B C	50,000	28,000	January 1, <u>1971</u>
Product C	60,000	30,000	February 3, 1971
	<i>25,000</i>	<i>1,000</i>	
Product D	<u>20,000</u>	<u>400</u>	February 3, 1971

Search to an available position on the left tape.
Be sure to keep a complete log for each revision.

Item 2

Product A	40,000	35,000	<i>January 1, 1970</i>
			May 1, 1970
Product B	2,000	500	May 30, 1970
<i>Product C</i>	<i>8,000</i>	<i>1,500</i>	<i>January 1, 1971</i>
Product C D	50,000	28,000	January 1, 1972
Product D E	25,000	1,000	February 3, 1971

Practice Exercise 43 Making Revisions to Outlines

Search to Practice Exercise 32.

Making the following revisions to the outline, create a new tape which could be used for further revisions.

- I. The new product will record material as it is typed and play it back at high speed, automatically.
 - A. ^{*"IBM Selectric"*}~~A~~ typewriter is the vehicle for typing the material ~~which is recorded and for playing it out automatically from the tape.~~
 - 1. The typewriter keyboard ^{*for the MT/ST*} is identical to that of any other typewriter except for one minor key change.
 - 2. The On-Off Control ^{*which is located*} on the typewriter keyboard, turns on the power for both units.
 - B. A tape console is the second component of this typing station, ~~and it~~ ^{*I*} houses the magnetic tape plus special code and operational buttons.

More "Whys?"

Why did the Left Station become active when I finished playing back from the Right Station?

A Switch Code was recorded by mistake at the bottom of the page instead of a Stop Transfer Code.

Why did my envelopes not play out properly?

After playing out all your letters, you moved the left margin in for the envelopes but failed to reset a tab one space from the new left margin.

Why did I not get proper spacing between paragraphs? I was transferring in Adjust.

The machine's memory is cleared any time the action changes from one operation to another. Anticipate this clearing of the memory when you skip the last word of a paragraph in Transfer Adjust. Skip both carrier returns before you change the dial from Transfer Adjust to Record L, so you can make the two returns from the typewriter keyboard for proper spacing between paragraphs. Otherwise, if you skipped one, then returned the carrier at the keyboard once, this signal would be cleared when you went from Record L to Transfer Adjust, and the one return remaining on the right tape would be read as a space.

Why did playback stop? Keyboard is not locked and Error Light did not come on.

Your tape may contain a Stop Transfer Code from having been created in a transfer operation. It would originally have appeared on the right tape, just before a Reference Code. (Depress the Start Button to resume playback.) Be sure that these Stop Transfer Codes do not cause you to "lose" paragraphs of material. If you thought that this was the end of the page and searched to the next Reference Code, you would not play back the material following that Stop Transfer Code. Always backspace in Record to record over these transferred Stop Transfer Codes.

Why do I get an Error Light in Transfer when the right tape did not show the error in Record? Both tapes lock up. How do I correct this error?

An error will occasionally "slip by" when recording that shows up in playback. If you are transferring, you will show a playback error from the right tape that has become a record error on the left tape.

The left tape stops at the point of the error. The correction can then be made on the right tape by dialing Record R, backspacing once, and recording both the last performed character and the character in error. Backspace over the corrected character on the right tape and Transfer it to the left tape.

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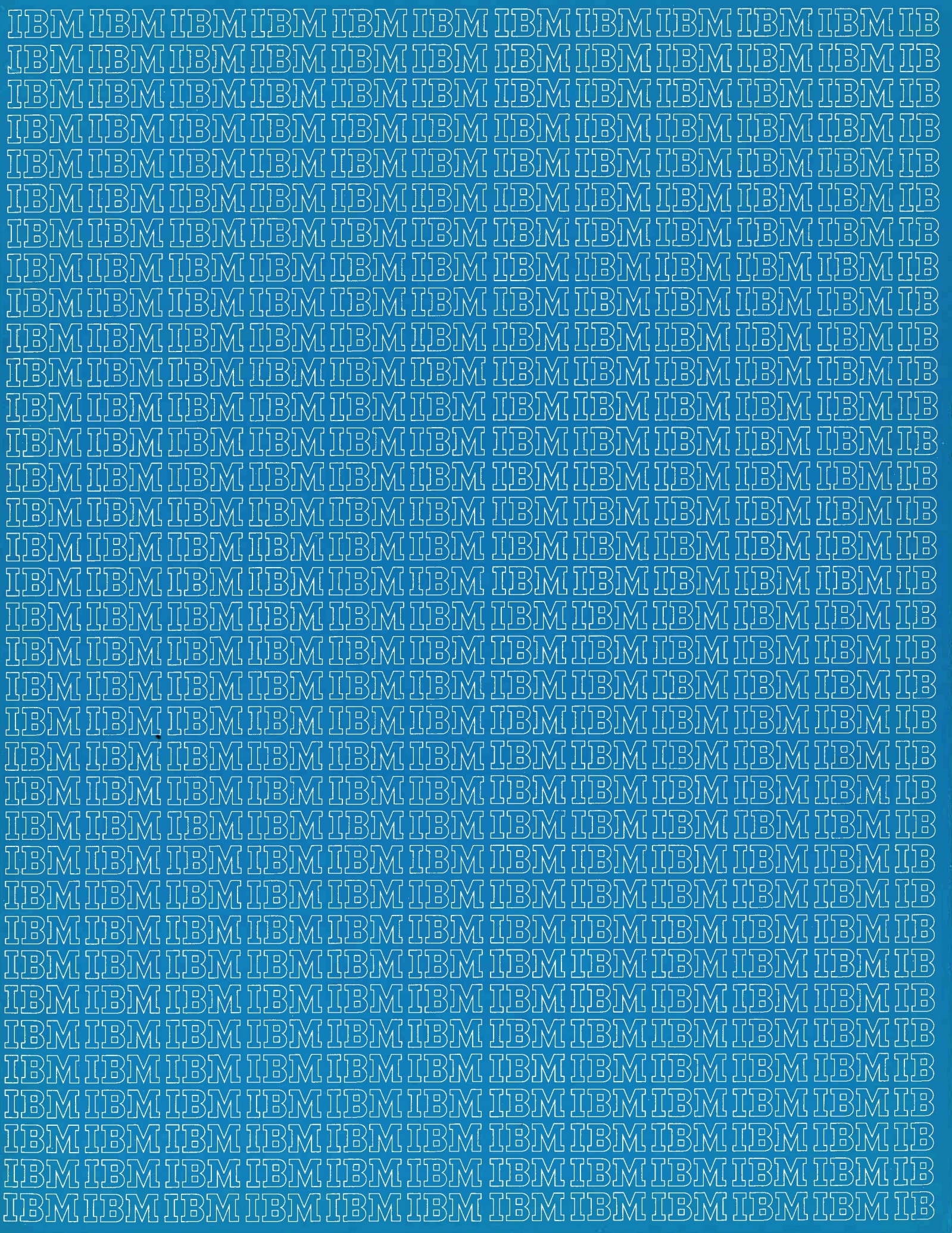
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